



Job Announcement

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OPEN TO CURRENT MARYLAND JUDICIARY EMPLOYEES ONLY

Opening Date:	January 6, 2011	Closing Date:	January 13, 2011
Job Title:	Lead Worker - Criminal Department	Position Type:	Regular Full Time
PIN:	059651	FLSA Status:	Non-Exempt
Location:	Circuit Court for Prince George's County Upper Marlboro, Maryland	Grade/Salary Range:	J07 \$30,139 - \$49,176
		Financial Disclosure:	No

Regular State employees subject to promotion/demotion policy

Essential Functions: Assists the department supervisor by completing the following duties: coordinating assignments of daily duties with the supervisor, maintaining time and attendance records, answering employee questions, training new employees, and supervising the department in the supervisor's absence. Interprets, implements and advises co-workers regarding rules, regulations, and policies. Serves as first level representative to deal with interpersonal issues involving staff and/or the public. Evaluates technical issues that require selecting a course of action from several alternatives. May provide input to management on employment interview and selection and the progressive discipline of employees in the Criminal Section. As required, performs Criminal Assistant duties to ensure operations coverage. Prepares and maintains case files and ensures new documents are included and docket information is up to date, using a computer keyboard. Performs all other essential functions of the Criminal clerk position.

Education: High School Diploma or GED.

Experience: Four years of general clerical experience, two of which must have been in a trial or appellate court.

Skills/Abilities: Ability to communicate in a patient and tactful manner and to effectively convey directions, instructions, and information to the public. Ability to lead and train others and to deal effectively with interpersonal issues. Ability to learn, apply and advise co-workers of appropriate standard office policies and personnel procedures; ability to apply standards fairly and to set priorities and recognize and handle critical situations. Ability to exercise independent judgment in the interpretation and application of laws, procedures, and regulations. Ability to operate a personal computer and type 35 wpm net with no more than 5 errors or 5,000 kph net with no more than 10 errors, as demonstrated by successful completion of a typing or alphanumeric data entry test, each test not to exceed 5 minutes. Ability to perform all essential functions of the position.

Please submit a Maryland Judiciary Employment Application (unsigned applications will not be accepted). You may also include with your application, a cover letter and resume. Materials must be received at the address below by 4:30 p.m. on the closing date. The Human Resources Department will not be responsible for applications sent to any other address.

Circuit Court for Prince George's County
14735 Main Street, Room D1002
Upper Marlboro, MD 20772-9987
Attn: Marilyn M. Bland, Clerk of Court

The Maryland Judiciary is a drug free workplace and an equal opportunity employer, committed to diversity in the workplace. We do not discriminate on the basis of race, religion, color, sex, age, sexual orientation, national origin or disability. Applicants who need accommodation for an interview should request this in advance. The candidate selected for this position will be subject to a background check. Employees must be United States citizens or eligible to work in the United States.